

REQUEST, VALIDATION AND APPROVAL FOR END USER OWNERSHIP OF VISUAL
INFORMATION (VI) EXPENSE EQUIPMENT
(AR 25-1, Chapter 7)

Requesting Activity: _____ Date of Request: _____

Organization/Division/Branch: _____

Point of Contact (POC): _____ Phone: _____

I understand that user/owners of still video recording equipment must adhere to federal copyright and records management laws. I understand that imagery acquired by on-duty government (military and civilian) employees, or contractors on the behalf of government, must be submitted to the Fort Eustis VI Manager, with descriptions, for review and possible accessioning.

Equipment Requested:

Description	Quantity	Item Cost	Total Cost
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Justification: _____

Proposed Accountable Property Book:

Name: _____ Telephone: _____

(Signature) Director/Commander

FOR VI ACTIVITY USE

Validation and Approval: _____ TRADOC Control Number Assigned: _____

Property Book Assigned Accountability:

Property Book Officer: _____ Phone: _____

Michael L. Maxey
Visual Information manager
Fort Eustis, Virginia